

QA Workgroup

August 20, 2012

1:30pm to 3:00 pm

1. Attendees: Kelley Pepper, Bruce Agee, Perry LeBeouf, Bill Templin, Don Guy, Dave Bosworth, Bill Burkhard, Murage Ngatia
2. Poster
 - a. Desktop is shared using WebEx showing PowerPoint item sent in email.
 - b. The author is changing to QA Workgroup with the members' names.
 - c. The poster is split into three columns: past, present, and future. Real life size of the poster is 3' by 4'.
 - i. Left column: WREM 60 is the most important part and is on the left side. The left side features some WREM 60 text and discusses the 2006 law that brought about the California Water Quality Monitoring Council. The group changed some of the errors, discussed emphasizing the WREM 60 text, reducing some text sized so everything fits, and using less text or more. More text will have to be included to get the idea across.
 - ii. Middle Column: Replace the third class listed with the Time Series and Forecasting class last offered three years ago. Also possibly add the Non-detects class. Bruce suggests adding some information informing others that QC data is in the WDL thru FLIMS. The pictures will stay until the text is finalized since that is the important information. Photo color and brightness have been adjusted in the past on these pictures and won't be improved. Text describing the new data parameters to be included in WREM 60 can be included or text describing how WREM 60 is in the process of being updated.
 - iii. Discussing the update to WREM 60 brings up the point that this group will probably need to expand at some point to include other employees working on other types of data.
 - 1. Action Item: Please look over poster's pictures and let Bill Templin know if they are correct or provide any suggestions as appropriate.**
 - 2. Action Item: Bruce Agee will send Bill Templin text for the WDL/FLIMS information and an idea of where to insert it.**
- iv. Right Column: The pictures are from last year's fair. The wording will be changed from "Quality Assurance Program Plan" to "Quality Assurance Project Plan.". All other plans are "project" plans. Bryte

Lab's QAPP is a technically a quality assurance manual. The department's overarching plan is the QA Management Plan. A "program" plan would be part of each program's management. The State Board's website has examples of each type of plan. Sid is also update Bryte's Quality Assurance Manual in 2012. There were errors found in the 2010 update. Links need to be added to the AQMP and Bryte's QAM in the link box. The most important link is to the QA/QC program's webpage. Murage is in the process of building it.

- 1. Action Item: Murage Ngatia will look into seeing if each program should have a QA program plan.**
- 2. Action Item: Kelley Pepper will check on the status of the Bryte Lab's Quality Assurance Manual update.**
- 3. Action Item: Please look at the State Board's Quality Assurance website and send any comments to Murage Ngatia about what could be linked to the QA/QC website or incorporated. [State Water Resources Control Board website link and http://www.swrcb.ca.gov/water_issues/programs/swamp/tools.shtml#qa](http://www.swrcb.ca.gov/water_issues/programs/swamp/tools.shtml#qa)**

- d. Workgroup members should take shifts standing at the poster to get ES' feedback about what the QA/QC program needs. The group can also put training flyers together and place them next to the poster. The flyer can include a list of classes the group recommends.
- e. Poster feedback/suggestions:
 - i. Can have bullet points for the "present" column instead of the text. The bullets can continue to the third column.
 - ii. The mission statement box should stay in the "present" column because the workgroup just formed. The group can change the bullet point to a finger pointing to draw more attention to the text.
 - iii. The title can change to "Why is QA/QC important for DWR Data?"
 - iv. The SOP's are part of the QAPP. The website has two examples. SOP's are listed under metadata for the Bay Delta Monitoring Assessment program. <http://www.water.ca.gov/bdma/meta/>

3. Objectives

- a. There is a PMBOK guide included with the meeting attachments. The objectives should be SMART bound: specific, measurable, attainable, relevant, and time bound.
- b. One objective should have to do with training since many people do not know about the QA/QC program and WREM 60.

- c. One objective should address the plan approval process, including program and project plans. Currently, there is not a clear cut plan. The supervisors and maybe office chiefs review them and they are returned to the project lead. The State Board uses approval levels. The group needs to thoroughly review how the department should review these documents. There could be subject matter experts listed with Murage (as the QA Officer) so people would know to whom to send their documents. According to item four on the QA policy in WREM 60, the QA Officer should be reviewing these plans. The QA Officer should then be the main step in the review process. This can be used as the beginning of an enforcement step addition to the WREM.

- i. Action Item: Please create a few ideas for objective and send them to Murage Ngatia.